

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-155	Page: 1	of: 2
Title: Intermediate Site Accreditation Application Processing		
Regulatory Authority: 12VAC5-31-1350		
Date of Issue: December 1, 2002	Effective Date: March 1, 2005	

- A. All initial EMT - Intermediate programs will require accreditation prior to Intermediate course approval by the Office of EMS. Accreditation may be issued up to five (5) years. Programs beginning prior to accreditation will not be eligible for testing.
- B. Persons making written requests for training program site accreditation will be provided a copy of the Institutional Self Study for Intermediate Programs in Virginia which contains information and forms for completion.
- C. Specifics on developing, organizing and submission of the self study can be found in Policy [T-160](#).
- D. The accreditation process will begin once three (3) copies of an EMT – Intermediate Self Study has been received by OEMS.
 1. After the EMT – Intermediate application has been received; it will be reviewed by OEMS staff for completeness. Should additional documentation be required, OEMS staff will request this from the applicant. Once the Self Study document meets the minimum requirements for submission, OEMS staff will forward a copy of the Self Study to the program's mentor and Regional Council.
 2. The program's mentor will respond that the Self Study has been received. The mentor will review the Self Study document and work with program to correct deficiencies.
 3. The program will respond back to mentor providing documentation for correcting deficiencies. Once the mentor has received all requested documentation, the mentor will update the Self Study document and send copies of the updated Self Study to OEMS and the program's Regional Council.
- E. When the team leader has determined that the program warrants consideration for state accreditation, a site visit will be scheduled.

1. A Site visit will be performed. Composition of the site team can be found in policy number [T-175](#).
- F. Following the site visit, the site team will compile and issue a written report about the program. This report will include a recommendation, either for or against the program gaining a grant of accreditation. The report will be submitted to OEMS for review.
 1. Based upon the recommendation of the site team, the OEMS will issue a final ruling on the bid for accreditation.
- G. Upon review of the accreditation analysis submitted to the Office by the Independent Site Reviewer, the Office will determine the suitability of the training site for "Program Site Accreditation" and notify the applicant in writing of the results with thirty (30) days.
 1. If accreditation was approved, OEMS will notify the site team and send a certificate of accreditation to the program.
 2. Subsequent accreditation review may be conducted by reviewing program documents. Actual site visits may be performed at the discretion of the site review team. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.
- H. A duplicate copy of the Institutional Self Study for Intermediate Programs in Virginia will be forwarded to the applicable Regional EMS Council or Local EMS Resource for review. The Regional EMS Council or Local EMS Resource must submit to the Site Reviewer an evaluation indicating its position toward the applicant program's accreditation request.